



POSITION TITLE: Senior International Relations and Events Officer
APPOINTMENT: Full Time
LOCATION: Level 2, 28 National Circuit, Barton ACT
REPORTS TO: Director, Engagement

The Australian Academy of Technology and Engineering (ATSE) is a learned academy consisting of over 900 independent experts helping Australians understand and use technology to solve complex problems.

We bring together Australia's leading experts in applied science, technology and engineering to provide impartial, practical and evidence-based advice on how to achieve sustainable solutions and advance prosperity.

The Academy is a founding member of the Council of Academies of Engineering and Technology, has a number of bilateral MoUs, has a long standing history of international collaboration with sister Academies, and champions and delivers international activities and programs in partnership with the Australian Government.

The position of **Senior International Relations and Event Officer** will be responsible for the effective and efficient management and delivery of ATSE's International strategy, relationships and programs.

The strategic priorities for international activities are determined by the ISG (International Strategy Group), that is Chaired by a Director of the ATSE Board.

KEY RESULTS AREAS AND RESPONSIBILITIES

The Senior International Relations and Events Officer is responsible for:

- Support the International Strategy Group (ISG) to set and apply the international strategy, in alignment with ATSE's Strategic Plan and key priority issues
- Work with the Engagement and Policy teams, and Fellows, awardees and others as appropriate, to coordinate, build and maintain strong relations with international stakeholders.
- Be the primary ATSE liaison with international bodies such as CAETS (Council of Academies of Engineering and Technological Science) and individual foreign Academies including those covered under bilateral and multilateral agreements.
- Working to the Director, Engagement, identify, pursue, deliver and acquit grant and partnership opportunities to achieve ATSE's international strategy.
- Build and maintain appropriate networks both nationally and internationally with key stakeholders in Government including with key priority countries within ATSE's strategic focus

- Work closely with the Policy team and Events Manager to identify linkages between ATSE's strategic goals and international opportunities, and to leverage opportunities to create surplus-generating events and programs.
- Assist and coordinate the development of international aspects of ATSE topic specific policy statements

KEY SELECTION CRITERIA

Essential

- Demonstrated high level ability of project planning and coordination to manage international relations and projects.
- Proven experience in and knowledge of communicating and working with people from diverse cultures to support the development of productive working relationships within Australia and overseas.
- Highly developed communication and interpersonal skills including the ability to successfully build and maintain internal and external relationships at all levels with government, industry and academia.
- The ability to work autonomously and multitask in a fast-paced and intensive work environment as well as think creatively to generate new ideas and methods.
- Well-developed analytical, research and problem-solving skills with demonstrated ability to implement and report against strategies, policies and business plans.

Desirable:

- A tertiary qualification or relevant professional experience in:
 - 1. technology, engineering or science
 - 2. international relations, international program delivery, or strategic international policy
- A multilingual background would be advantageous, however not essential to the role.
- Interstate and international travel may be required from time to time
- Occasional out of office hours work may be required due to the time difference between our international partners.